

**2019 ASEE Annual Conference
Extended Executive Committee Meeting
Marriott Waterside Marriott Room 2
Wednesday June 19, 2019 3:15 - 4:45 pm**

Present: John Tesla, Kevin Drees, Eric Shares, Kristen MacCartney, Daniella Solomon, Michelle Spence, Bernadette Ewen, Marina Zhang, David Hubbard, Willie Baer, Julie Cook, Amy Buehler, Mel DeSart

Minutes approved: John T. , David seconded

New Business/Updates:

- Reorganized the PICs
 - PICIV is very large compared to others
 - Best papers: IV has 14 papers vs others may be only 3
 - Going to reorganize just not sure how yet
 - There will be still only 5 PICs – but will be reshuffling to make the groups more even.
 - There will be 1 vote for our division
 - We have to decide internally which way to vote
 - 3 scenarios (Red, green, blue)
 - Deciding factor
 - What is our important to us?
 - Think about your best paper
 - Each division can submit a best paper & best diversity paper
 - Odds are when there are more division in our PIC hard to get the papers forward.
 - Technical session are based on paper submitted not on PIC
 - ASEE asked us to submit a plan for our BASS. Very basic and mainly just for our 20% reserves.
 - They have offered to provide webinar
 - We have about a month or in the fall to decide
 - Julie will send out more information as it comes available. Review and be on the look out
- New Monolith 2.0
 - They will have a new platform for next year.
- Committee Reports
 - Membership
 - Up slightly – 219-216 people
 - Lots of new people are here
 - There was drop 4 more years but it's been steady since
 - Discussion of handing of the membership chair – start at committee

- Pass the baton early in the new year.
 - Suggestion of the membership takes on the mixer division
 - Look at Table cloth or something reusable for both mixer & in presentation rooms
- Accreditation & Standards
 - Nothing much to report
- Archives
 - Zach not in attendance.
 - Still in negotiations for digitalization & physical storage
- Awards
 - Erin is taking over for Amy
 - John is sitting in for them
 - Is the current criteria for poster still accurate and up-to-date
 - Is it on the by-laws?
 - Committee members review to make sure there are odd numbers
- Membership Directory
 - Update the directory in July
- Mentoring
 - Ways to recognize new attendees
 - David recognized then at first lightning talks and new members ribbon
 - Have David & Kevin recognize that there is a mentoring committee during the lightning talks.
 - Useful to have them stand up and so we know who are they are.
 - Sunday is a member's welcome not a new member's welcome
 - Can there be a travel stipend for first time attendee?
 - Need-based vs first-time attendee
 - Bernadette will bring it back to the Development Committee
 - Modification of the form for random drawing?
 - Needs are random
 - Should make a page for our webpage for first time attendees?
 - You can't join ELD when you register and become a ASEE member
 - You need to join the ASEE/ELD – then, register. Or go back to your member page and add ELD afterwards.
 - Paper review will be revived
 - A form can be created for submissions with the website
- Newsletter
 - Chelsea has requested a Notes Section.
- Development
 - IET wants to also have a travel stipend sponsorship
 - Sponsorship Talks seems to go well
 - Annie & Kari are stepping down
 - October Meeting planned
- Discussion List

- New EEC list is updated
- Publications – Lisa Ngo
 - Proposal – guidelines
 - Send Survey out to reviewers.
 - two times
 - They are the first wave of reviewers.
- Scholarly Communications
 - Asking about what we should?
 - Writing an OA statement for ELD
 - Metric and tools for talking to faculty about metrics
 - Open Science
 - PEER repository – like to be involved in making this better
 - Part of the new management system
 - Not consistent in Academic Search Complete
 - ProQuest has willing to ingest the ELD but cannot due to the lack of metadata in the finals
 - There is discussion about ASEE in HaitiTrust
 - The committee should submit a proposal to the EEC for Julie to bring forward to ASEE
 - Survey
- Webmaster
 - Will be slides from upload on the website
 - OSF – Marina will look using this instead
 - Other options: Google Drive/Dropbox

Conference planning

- June
- The Canadian equivalent will be the first two days of us and there may be a discount to go to both
- Workshop on Sunday Morning
 - Maybe focus on research methods/assessment
- Survey again
 - Julie will forward the one this year for David to just as template
- Double Lightning Talks
 - Everyone seems to be in favor
 - Have a Q&A for members and then Q&A for sponsors
 - A few slight changes including communication with the vendors
 - Maybe move food to between the sessions
 - Worried about the food being gone before we get out there to eat
 - Keeping it in the first means the vendor talks are in a non-sponsored
 - We are going to keep it the same where food it during the first event
- Banquet

- Remove food ticket options for the two dinners in the ASEE monolith
- Should we remove completely from monolith?
- Question about new members?
 - Send many emails?

Thank you to Julie for a great program!

Motion: Daniela, John – seconded.

Respectfully Submitted,
Kari Kozak